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Development Trends in Federal Library and Information Center Automation. Guides for Administrative and Technical Interviews.

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These two guides for interviews on trends in library automation in federal libraries and information centers cover administrative and technical interviews. The guide for administrative interviews is divided into five steps: (1) determining the details of the agency's mission and organizational structure, (2) establishing the administrative relationships of the agency, (3) determining the responsibilities the agency has for information activities, (4) characterizing agency planning processes and their effect on information activities, and (5) identifying future plans. The technical interview consists of six steps: (1) characterizing internal library organization, staffing, and budgeting, (2) determining present and past relationships of the library with management, computer personnel, and users, (3) describing the library's present operations and collection, (4) characterizing operational problems, the planning process, and system development, (5) identifying future plans, and (5) eliciting general remarks and comments on library automation. (JB)

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GUIDES FOR ADMINISTRATIVE AND TECHNICAL INTERVIEWS

DEVELOPMENT TRENDS IN FEDERAL LIBRARY AND INFORMATION CENTER AUTOMATION

Under Contract # OEC-0-8-089031-4627(095)

U.S. DEPARTMENT OF HEALTH, EDUCATION & WELFARE
OFFICE OF EDUCATION

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LE 00127

GUIDE FOR ADMINISTRATIVE INTERVIEWS

STEP 1 The purpose of this step is to determine the details of the Agency's mission and organizational structure.

a. What is the organization of which the headquarters is a part? Obtain or develop an organization chart of the parent headquarters.

b. How is this activity organized? Obtain or develop an organization chart of this activity. Show the location of any library or other major information activity.

c. Obtain or develop a statement of mission or purpose for both (a) and (b).

d. Trace the history of the agency with respect to major organizational changes. What has been the impact of these on the library or information activities?

STEP 2 The purpose of this step is to establish the administrative relationships of this agency to its higher headquarters, to adjacent headquarters, and to subordinates. Identify advisory, supervisory, and coordination relationships.

STEP 3 The purpose of this step is to determine the responsibilities this agency has with respect to information activities.

a. Identify what the major internal information activities are.

b. Clarify the responsibilities for coordination among libraries, documentation centers and information centers located within this agency. Which of these has the responsibility for distribution of materials generated within the agency?

c. What are the responsibilities assumed by this agency with respect to interfacing with outside (federal or non-federal) agencies?

STEP 4 The purpose of this step is to characterize the planning processes employed by the agency, and their effect on the information activities.

a. Is there a formal planning body (or process) which involves the planning, programming, and budgeting for library or other information activities?

b. Characterize the manner in which such plans are formulated or developed.

c. Has there been an increasing tendency toward formalization of the planning process with respect to library and information activities? Why has this been necessary?

d. What is the status of plans that may now exist for library and other information activities? Describe. Include especially those involving automation.

e. How are these plans to be implemented, with respect to finances and staff requirements? What resources have been expended thus far?

STEP 5 Future Plans

a. Describe the process by which the agency's information activities are evaluated. What are the present objectives?

b. What changes in information activities are involved in reaching the objectives? Changes in relationships? Changes in operations? Changes in services offered? Emphasize the involvement of automation in any of these changes.

c. Identify any plans for information networks within the agency, or with other agencies What is the nature of these?

d. Describe the resource requirements connected with existing plans, including money, personnel, and time.

TRENDS IN LIBRARY AUTOMATION

Interview Record

Department/Agency _____

Interviewee(s): Name _____

Title _____

Name _____

Title _____

IDC Interviewer(s) _____

_____

_____

Date of Interview _____

Type of Interview _____

STEP 1 Mission and Organization

1a. Organization of Parent Hq: Organizational components of the Parent, including the Element being examined. (Prepare, in advance, a tentative chart showing this, and use in confirmation - see p. 1a. Locate any information activity within this structure of which the respondent has knowledge.)

STEP 1 Mission and Organization

1b. Obtain, or develop, an organization chart of this Element. Locate any library or other information activity therein.

STEP 1 Mission and Organization

1c. Missions or purposes.

i. Prepare a hypothetical mission statement, in advance of the interview, covering what is known of this Element and its Parent Hq;

ii. Obtain a more explicit mission statement from the respondent for the Parent;

iii. Detail of purposes and responsibilities of this Element, (i.e., the element served by the library by virtue of its mission statement).

STEP 1 Mission and Organization

1d. History of this Element and its Parent in respect to:

i. Major organizational changes (e.g., bureau consolidation, transfer of function, change in responsibility, element reorganization).

ii. Effects on information activities:

STEP 2 Relationships

2. a. 1 Relationships among organizational elements in your "agency" which are supported by the library/information center.

	Related Elements	Type of Relationship (serial/Coll/Both)

STEP 2 Relationships

2. a. 2 Relationships among organizational elements within the "office" to which the library (IC) reports.

Related Elements		Type of Relationship (Serial/Coll. /Both)

STEP 2 Relationships

2b. Centralization (Operational Mode)

This Element is:

strongly centralized _____

moderately de-centralized _____

very de-centralized _____

Geographical Centralization:

centralized _____

dispersed _____

Functional Centralization:

Function	Degree of Centralization
Planning	
Programming	
Control	
Others (a)	
(b)	
(c)	

2c. Communication Relationships. Identify administrative relationships.

i. To whom does this Element report

a. in line authority?

b. as supervisor?

c. in advisory capacity?

ii. With whom is routine coordination effected? For what functions?

Lateral Relationships (own Element)		Yes	No
1.	Coordinate with numerous laterally related elements.	( )	( )
2.	Coordinate only with elements in same tree.	( )	( )
3.	Coordinate only with elements at same organizational level.	( )	( )
4.	Coordination channels are pre-established.	( )	( )
5.	Coordination channels are direct.	( )	( )
6.	Functional (Operational) relationships are "consecutive" or serial.	( )	( )
7.	Functional relationships are "collateral".	( )	( )
8.	Elements relate to each other through non-federal interface.	( )	( )
9.	If yes, Elements relate via different facets of common object space.	( )	( )
10.	Elements relate through subject or discipline commonality.	( )	( )
11.	Elements relate through common function.	( )	( )

Vertical (Upward) Relationships			
1.	Operate under tight control of superior headquarters.	( )	( )
2.	Element sits in multiple chain of command.	( )	( )
3.	Element has reporting responsibilities to other than immediate superior.	( )	( )
4.	Element has complete PPB responsibilities for own operations.	( )	( )

(1) - Applies to organizational elements supported by library; see page 5, para.

(2) - Applies to organization elements within office to which library reports; see page 5a, para. 2.a.2

Vertical (Downward) Relationships	Yes	No
1. Span of control is small (5).	( )	( )
2. Strong control over subordinates is necessary.	( )	( )
3. Lines of authority to subordinates are clean.	( )	( )
4. Coordination among subordinates takes place via this office.	( )	( )

Lateral Relationships among Subordinates		
1. Subordinates functions are consecutively related.	( )	( )
2. Subordinates are highly dispersed (geographically).	( )	( )
3. Subordinates are functionally interdependent.	( )	( )

External Interfaces		
1. Other government coordination.		
(a) federal agencies	( )	( )
(b) state	( )	( )
(c) local	( )	( )
2. Non-government.	( )	( )

STEP 3 Information Activities

3a. Principal Information Activities. Identify and briefly describe the functions served by all library or information center activities within the area of responsibility of the respondent.

	Activity	Purpose
1.	_____	_____
	_____	_____
	_____	_____
2.	_____	_____
	_____	_____
3.	_____	_____
	_____	_____
	_____	_____
4.	_____	_____
	_____	_____
	_____	_____

STEP 3 Information Activities

3b. Relationships among the libraries, DC's, IC's, and IAC's.

Must they coordinate?

Are they mutually supporting? Dependent?

Are they compatible (e.g., programs, data base, etc.)?

STEP 3 Information Activities

3c. External Interfaces

Identity	Relationship
Federal:	
(1)	
(2)	
(3)	
Non-Federal:	
(1)	
(2)	
(3)	

STEP 4 Planning Functions

4a, b. Formal Planning for Library and I. C. Development

Technical Planning:

- by library/IC staff (yes/no) _____
- by a joint staff group? Who? _____
  _____
- contract support? (yes/no) _____
- who has review responsibility? _____

Budgeting

- by an administrative group composed of . . . . _____
- by library/IC staff with administrative review (yes/no) _____

Funding

- thru funds of Parent? (yes/no) _____
- special line item? (yes/no) _____

STEP 4 Planning Functions

4c. Recognition of Planning Requirements

Has planning for L/IC activities become more formal of late? _____

If so, why? _____

_____

Do written plans exist? _____

STEP 4 Planning Functions

4d. Development Status and Plans

Objectives thus far achieved - _____

_____

_____

_____

Achievements on schedule? _____

Are results as expected? _____

Necessary plan changes _____

Reasons _____

_____

_____

STEP 4 Planning Functions

4e. Implementation Plan

Who has implemented past plans?

In-house _____

Contractor _____

Have cost and time schedules been met? (yes/no) _____

Have staff requirements increased? _____

Has reorganization been required? _____

L/IC is at T/O strength? _____

Have automation programs been generally viewed as successful? _____

User response to services? _____

STEP 5 Future Plans

5a. Development Program Evaluation

i. Objectives	ii. Scheduled Completion Date

iii. How will progress be measured? Value?

STEP 5 Future Plans

5b. Impact of Plan Implementation

New service capabilities expected? _____

_____

_____

_____

Principal Benefits

- satisfies unfulfilled need: _____
- improved quality of service: _____
- reduced operating costs: _____
- expanded capacity: _____
- other _____

_____

_____

_____

Other future plans (e.g., more space, larger staff, more money)

STEP 5 Future Plans

5c. Networks

Planned for intra-agency? _____

Planned for inter-agency? _____

With whom? (list)

	Element/Agency	Type of Link
1.		
2.		
3.		
4.		
5.		

STEP 5 Future Plans

5d. Resource Requirements

i. To implement plans (amounts)

Technical Support (contract or in-house) _____

Money _____

Time _____

ii. To Operate (amounts)

Staff Required

Library _____

ADP _____

Costs _____

TECHNICAL INTERVIEW GUIDE

STEP 1 Characterization of the Library Internal Organization, Staffing, and Budgeting

a. Obtain an organization chart of the library. Has it changed recently?

b. Using Table 1 as a guide, [illegible] distribution of activities and staff based on the organization chart. For decentralized activities show distribution of functions/activities, staff and location of each branch or detached unit. Identify activities automated or to be automated.

c. Characterize staff generally in terms of educational background, experience (years and type), including ADP training.

d. Identify the source of funds for library activities. Determine adequacy of budget for overall operation, including automated activities. Is budget control the responsibility of the librarian?

STEP 2 Characterization of Present and Past Relationships of Library with Management, Computer Personnel and Users (External Organization)

a. Locate the library within the parent organization. Has this changed in the last ten years? Is the location considered a problem? Characterize the present roles of management with respect to library operations.

b. Where is the computer systems staff located organizationally? How large is it? What are its functions?

c. Characterize the relationship between library and management analysts, computer systems personnel, and operations

   1. during development stages of any newly instituted program; and

   2. during operational stages.

d. Have any changes in relationship with parent organization resulted from implementing new operating procedures or automated systems?

e. Characterize relationships with other Federal or non-Federal libraries, and other information activities.

ACQUISITION

Select books, periodicals, other materials
Obtain approval of expenditure; need-to-know
Order books, periodicals, other publications
Check in books and periodicals; match and inspect shipment
Receive technical reports on distribution or special request
Order and check in microforms
Others

CATALOG AND CLASSIFICATION

Assign classification numbers
Assign control or accession numbers
Prepare main entry/subject catalog cards
Order printed catalog cards for books
Maintain catalog authorities
Assign subject heading terms (books/reports)
Perform subject indexing for periodical articles
Prepare abstracts or analytical notes
Filing of entries
Others

REFERENCE & RETRIEVAL

Answer "ready" reference questions
Prepare bibliographies
Maintain specific area reference files
Maintain user interest profiles
Perform literature searches
Translate technical articles
Others

CIRCULATION

Route new issues of periodicals
File/circulate books, periodicals, reports
Circulate classified reports
Perform interlibrary loan transactions
Maintain borrower's file
Prepare/distribute list of acquisitions
Duplicate/circulate Table of Contents for periodicals
Reproduce hard copies from microform
Others

INVENTORY OF COLLECTION

Control of classified reports; receiving, down grading, destruction, inventory
Inventory of periodical/book collection
Statistical Accounting
Others

Table 1 Examples of Activities.

STEP 3 Characterization of the Library's Present Operation

a. Operations.

1. Which library functions listed in Table 1 are automated? What equipment is used? What are the major inputs and outputs of the functions?

2. Who owns the equipment? Where is it located? What proportion of its time is allocated to the library?

3. What programming language(s) is (are) used? Could the present software be made available to other libraries?

4. What problems presently exist in the library that that have arisen as a consequence of your program of automation? What has been the reaction of the users to the automation program?

5. What benefits have derived from the program of automation? For the users? The library staff?

b. Collection

1. What is the approximate size and acquisition rate of your collection? (If detailed numbers are unknown, give estimates, aggregated when necessary.)

2. Estimate approximate usage rates of your services (e.g., reference and circulation).

Table 2

Type of Item \ Type of Data	Number of Items	Annual Acquisition Rate	Annual Usage Rate	
			Reference (In Library)	Circulation
Books				
Periodicals				
Unclassified Technical Reports				
Classified Technical Reports				
Microform (Specify Type)				
Other Materials				

3. Can you estimate how your collection is distributed by subject? Use your own appropriate breakdown into subject areas. (Rough percentages are adequate if numbers are unknown.)

STEP 4 Characterization of Past Operational Problems and the Planning Process

a. Operational Problems

1. Identify past problem areas in respect to: staff limitations; procedures; scheduling; support; materials or labor costs; quality of service; additional service requirements. Were they beyond the library's control? How were the library functions affected by these problems?

2. Did these problems lead to a comprehensive analysis of the library and its role in the agency? Who was involved - management, library staff, contractor? Did a system development plan result? Where did the initiative for the automation program begin?

b. Plan Implementation, System Development and its Effects

1. What were the system development objectives and who was responsible for their formulation? Did the resultant system satisfy all the objectives?

2. What measures are used to estimate the success, value, or improvements resulting from new systems or procedures introduced?; these in relation to resource utilization, performance, or quality of service.

3. (a) How was system design accomplished - with contract support, library staff, computer staff? Were costs shared during design and development? How?

(b) Are expenses for operation shared by other organizations?

4. Have existing systems or programs been adopted for use by the library? What were the problems of adapting these to your use?

5. Was consideration given to interfering with information systems existing elsewhere in the Federal Library Community: common unit record format (e.g. MARC); common vocabulary; equipment compatibility; and common data base?

6. In what order were the library functions automated?

7. Were unexpected problems encountered during development and implementation?

STEP 5 Characterization of Future Plans

a. Describe any changes in the automation program which are planned. Include any new planned or proposed systems in sequence in which they will be automated. Where did the initiative for these changes originate - with the library staff, management, computer personnel or the users?

b. Will any of these changes affect the internal organization of the information activity? (For example, in numbers and types of staff.)

c. What will be the effect of these changes on the relationship of the library to computer support activities? What will be the effect on the users' relationship to the library?

d. What costs are anticipated for the planned programs? How will they be funded?

STEP 6 General Remarks and Comments

TRENDS IN LIBRARY AUTOMATION

Interview Record

Department/Agency _____

Interviewee(s): Name _____

Title _____

Name _____

Title _____

IDC Interviewer(s) _____

_____

_____

Date of Interview _____

Type of Interview _____

STEP 1. Internal Organization & Budget

a. Obtain internal library organization chart. ADD MANNING DATA.

Sketches, as required:

Has it changed recently(3-5 years)? Yes ☐ No ☐

How

Why:

Are there any remote (decentralized) branches? Yes ☐ No ☐

Where are they located organizationally?

Where are they located geographically?

STEP 1. Internal Organization & Budget

b.	Refer to Table 1:	Responsible Organization	Automated? (Yes/No)
A.0	ACQUISITION		
A.1	Select books, periodicals, other materials		
A.2	Obtain approval of expenditure; need-to-know		
A.3	Order books, periodicals, other publications		
A.4	Check in books and periodicals; match and inspect shipment		
A.5	Receive technical reports on distribution or special request		
A.6	Order and check in microforms		
A.7	Others		
S.0	STORAGE; CATALOG & CLASSIFICATION		
S.1	Assign classification numbers		
S.2	Assign control or accession numbers		
S.3	Prepare main entry/subject catalog cards		
S.4	Order printed catalog cards for books		
S.5	Maintain catalog authorities		
S.6	Assign subject heading terms (books/reports)		
S.7	Perform subject indexing for periodical articles		
S.8	Prepare abstracts or analytical notes		
S.9	Filing of entries		
S.10	Others		
R.0	REFERENCE & RETRIEVAL		
R.1	Answer "ready" reference questions		
R.2	Prepare bibliographies		
R.3	Maintain specific area reference files		
R.4	Maintain user interest profiles		
R.5	Perform literature searches		
R.6	Translate technical articles		
R.7	Others		

STEP 1. Internal Organization & Budget

b.	Refer to Table 1:	Responsible Organization	Automated? (Yes/No)
C.0	CIRCULATION		
C.1	Route new issues of periodicals		
C.2	File/circulate books, periodicals, reports		
C.3	Circulate classified reports		
C.4	Perform interlibrary loan transactions		
C.5	Maintain borrower's file		
C.6	Prepare/distribute list of acquisitions		
C.7	Duplicate/circulate Table of Contents for periodicals		
C.8	Reproduce hard copies from microform		
C.9	Others		
I.0	INVENTORY OF COLLECTION		
I.1	Control of classified reports; receiving, down grading, destruction, inventory		
I.2	Inventory of periodical/book collection		
I.3	Statistical Accounting		
I.4	Others		

STEP 1. Internal Organization & Budget

c. Characterize the staff (down to branch chief, lower as required) generally in terms of:

Title	Education	ADP Training or Experience	Experience (years & type)
		none ☐	
		none ☐	
		none ☐	
		none ☐	
		none ☐	
		none ☐	
		none ☐	
		none ☐	
		none ☐	

STEP 1. Internal Organization & Budget

d. Identify source of funds for library activities. (Congress, Working Capital Fund, Line Item, etc.)

Is the budget adequate for overall operation, including automated activities?

Is budget control the responsibility of the librarian?

STEP 2. Relationships of Library with Management, EDP Staff, Users

a. Locate library within parent organization (see 6a).
Any changes in the last 10 years? Why?

Is present location a problem?

Characterize present roles of management with respect to library operations. (Generous support, aggressive, tolerant, hostile, etc.)

STEP 2. Relationships of Library with Management, EDP Staff, Users

b.	Total EDP/ADP Staff	Systems Staff	Programmers	Operators	ADP/EAM Keypunch
Organizational Location					
Staff Size					
Staff Functions					

STEP 2. Relationships of Library with Management, EDP Staff, Users

c. Characterize relationship between library and

	Management Analysts	Computer Analysts & Programmers	EDP Operators
. During develop-ment of newly itiated programs			
. During op ational tages			

3. Did management assist in planning & developing an automated program? How?

STEP 2. Relationships of Library with Management, EDP Staff, Users

d. Has the library-parent relationship changed due to new procedures or automated systems?

(e.g., Tighter control of budget by parent.
More parental interest in library.)

STEP 2. Relationship of Library with Management, EDP Staff, Users, External Organization

e. In general, what is your relationship with other: (e.g., ILL, type of items borrowed, types of lib. union lists, etc.)

	Federal	Non-Federal
Libraries		
Information Activities		

STEP 2. Relationship of Library with Management, EDP Staff, Users, External Organization

f. 1 In general what type of users do you have?

Type	Approx. % (or numbers)	SERVICES PROVIDED														
		SDI	Accession Lists	Periodical Routing	Bibs	Specific Items	Title Listings	Abstracts	Translations	Ready Ref.	Dupli. Serv.					
Administrative																
Management																
Engineers & Scientists																
Social Scientists																
Lawyers																
Military Officers																
Technicians																
General Public																

DEMAND	Telephone	Memo	Library Request Form	Personal Visit	In Person	
					Self Service	Ask Librarian
Specific Items						
Title Listings						
Abstracts						
Translations						
Ready Reference						
Request for Duplicates						
Other						

f.2. How do the users satisfy their demands? i.e., How do they place requests for different services with the library?

STEP 2. Relationship of Library with Management, EDP Staff, Users, External Organization

f. 3 How large is total population of regular, active users?

Potential users?

Expected growth of potential users?

f. 4 How have users reacted to both routine and on-demand services?
(Based on user responses, user statistics, if any)

f. 5 Identify problem areas in dealing with user requirements (e.g., response time, communications, and format needs).

STEP 3. Present Operations and Collection

a. 1. Refer to Table 1)

What equipment is used in performing those functions which have been automated?

FUNCTION and/or CODE (see page 3)	Equipment

STEP 3. Present Operations and Collection

a. 2 (Refer to Table 1)

What are major inputs and outputs of these functions?

FUNCTION and/or CODE (See p. 3)	INPUTS	OUTPUTS

STEP 3. Present Operations and Collection

a. 3 Who owns the equipment? (Library, GSA, contractor, etc.)

Where is it located physically?

Proportion of time allocated for library use (e.g. approx. %)

a. 4 What programming language(s) is (are) used?

Could the present software you are using be made available for use by other libraries?

STEP 3. Present Operations and Collection

a. 5 What problems now exist in the library due to automation?

How have users reacted to your automation program?

STEP 3. Present Operations and Collection

a. 6 How has automation benefited the users?

The library staff?

STEP 3. Present Operations and Collection

Type of Data / Type of Item	b.1 Collection Size	b.1 Annual Acquisition Rate	b.2 Annual Usage Rate Reference (In Library)	b.2 Annual Usage Rate Circulation
Books				
Monographs				
Total Non-Books				
Periodicals				
Unclassified Tech. Reports				
Classified Tech. Reports				
Brochures				
Catalogs				
Directives				
Drawings, Schematics				
Intelligence Docs.				
Manuals				
Maps				
Microform				
Personal Notes				
Photographs				
Standards & Codes				
System Specs				

STEP 3. Present Operations and Collection

b. 3 Can you estimate how your collection is distributed by subject?

Subject	Approx. % (Numbers if available)

STEP 4. Past Operational Problems and the Planning Process

a. 1. Identify and rank past problem areas (include effects on library functions)

Staff limitation -

Procedures -

Scheduling -

Support -

Material or Labor Costs

Quality of Service

Added Service Requirements

Budget Constraints

Were any of these beyond the library's control? Yes ☐ No ☐

STEP 4. Past Operational Problems and the Planning Process

a. 2 Did these problems lead to a comprehensive analysis of the library and its role in the agency?

☐ NO

☐ YES

→ Who was involved - management, library staff, contractor?

Did a system development plan result?

→ Where did the initiative for the automation program begin? (library staff, library director, agency management, outside pressure?)

STEP 4. Past Operational Problems and the Planning Process

b. 1 What were the system development objectives.

Who formulated them?

Did the resultant system satisfy all the objectives?

b. 2 What measures are used to estimate the success, value, or improvements resulting from new systems or procedures introduced?; these in relation to resource utilization, performance or quality of service.

STEP 4. Past Operational Problems and the Planning Process

b. 3 How was system design accomplished - with contract support, library staff, computer staff?

Were costs shared during design and development? How?

Are expenses for operation shared by other organizations?

STEP 4. Past Operational Problems and the Planning Process

b. 4 Have existing systems or programs been adopted for use by the library?

What were the problems of adapting these to your use?

STEP 4. Past Operational Problems and the Planning Process

b. 5 Was consideration given to interfacing with information systems existing elsewhere in the Federal Library Community?

common unit record format (e. g., MARC)?

common vocabulary?

equipment compatibility?

common data base?

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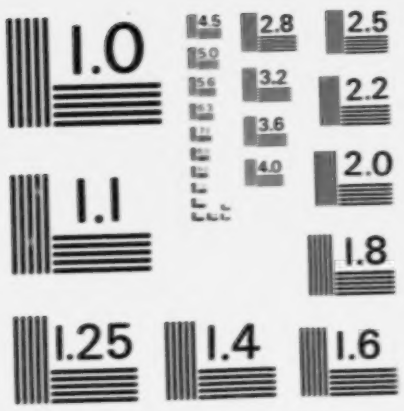


MICROCOPY RESOLUTION TEST CHART

NATIONAL BUREAU OF STANDARDS-1963-A

STEP 4. Past Operational Problems and the Planning Process

b. 6 In what order were the library functions automated? (Refer to Table 1 as required)

Briefly: Why this order?

STEP 4. Past Operational Problems and the Planning Process

b. 7 Were unexpected problems encountered during development and implementation?

—— Incompatible software/hardware .. complete redesign?

—— Budget overruns?

—— Schedule overruns?

—— Hostile library staff?

——

——

——

——

STEP 5. Future Plans

a. Describe any changes in the automation program which are planned. Include any new planned or proposed systems in sequence in which they will be automated.

Where did the initiative for these changes originate - with the library staff, management, computer personnel or the users?

STEP 5. Future Plans

b. Will any of these changes affect the internal organization of the information activity? (For example, in numbers and types of staff)

c. What will be the effect of these changes on the relationship of the library to computer support activities? What will be the effect on the users' relationship to the library?

d. What costs are anticipated for the planned programs? How will they be funded?

STEP 6. General Remarks and Comments

How do you feel about library automation?

About MARC?

About use of real-time systems in libraries?

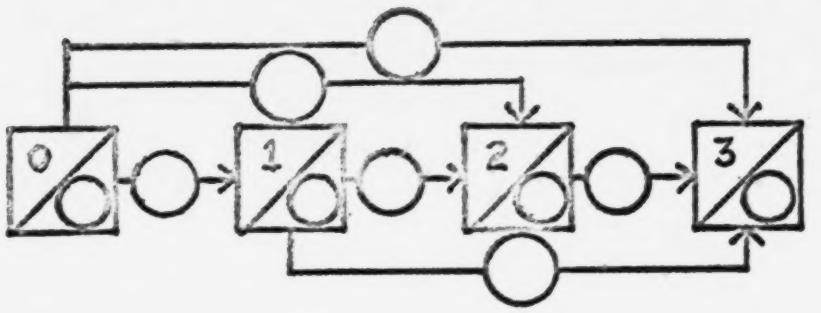
Fcn
No.

How/What? _____

_____

_____

_____



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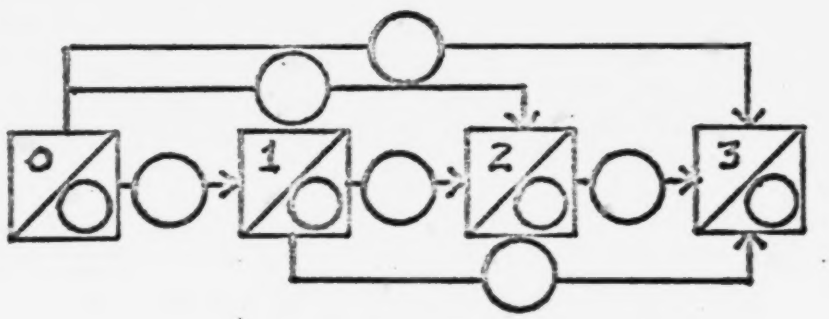

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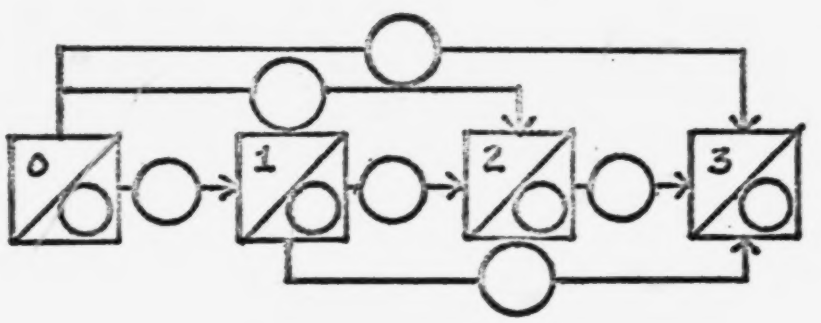

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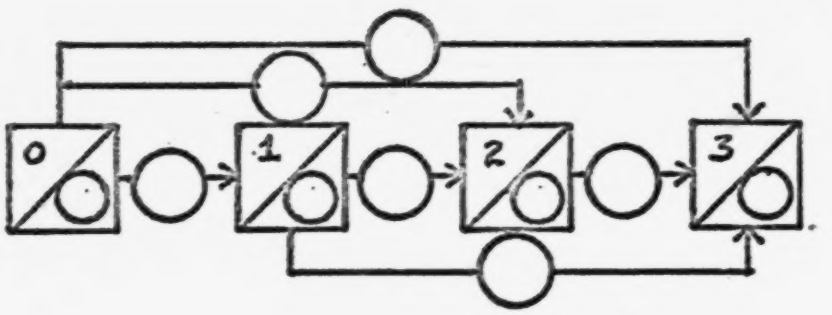

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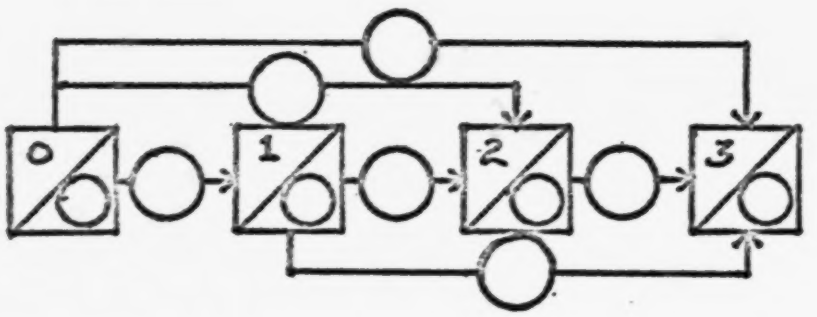

Function Group: B-Requirements
C-Selection

1. Requirements Analysis

1) Not done.
2) Coll. rev. & ID of weak areas;maintain use statistics to judge needs.
3) Careful match, holding vs. expected needs; follow org. changing activities to anticipate needs; systematic analysis of user services

2. Selection-Item ID

1) Responsive for loan/purch. & relevance and dupl. check for weeding & screening.
2) Subj. guides & lit. searches for loan/ buy. Weeding unnecessary dupes.
3) Lit searches, regular weeding to destroy or retire irrelevant and out of date materials.

3. Selection - Source ID

1) Std. publisher data; knows local library resources for loan/buy/referral.
2) Devel. direct contact with suppliers, knows nationwide library resources.
3) Extended knowledge of sources of all materials; establishes broad ILL net, exchange agreements files of subject sources and experts.

4. Selections Policy

1. Responsive only.
2. General policy by broad subject area.
3. Written dynamic policy - covers all aspects of selections and user needs.

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C-Selection

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FUNCTION GROUP: _____

Fcn No.

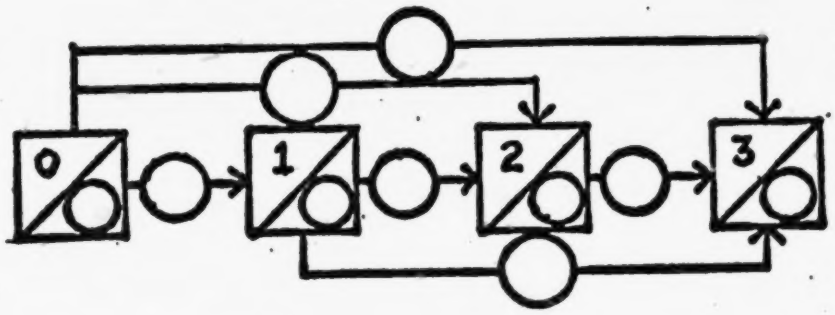
How/What? _____

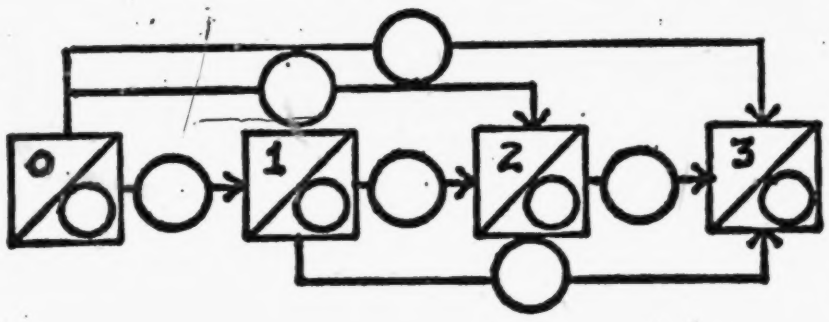
How/What? _____

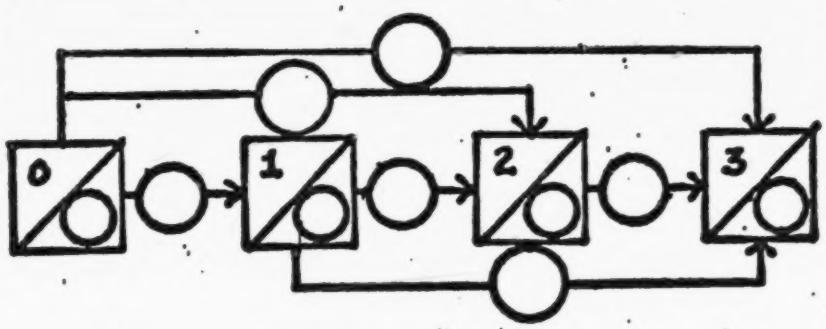
How/What? _____

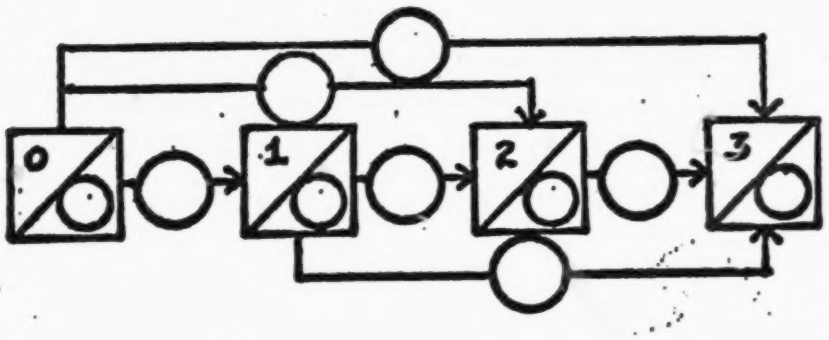
How/What? _____

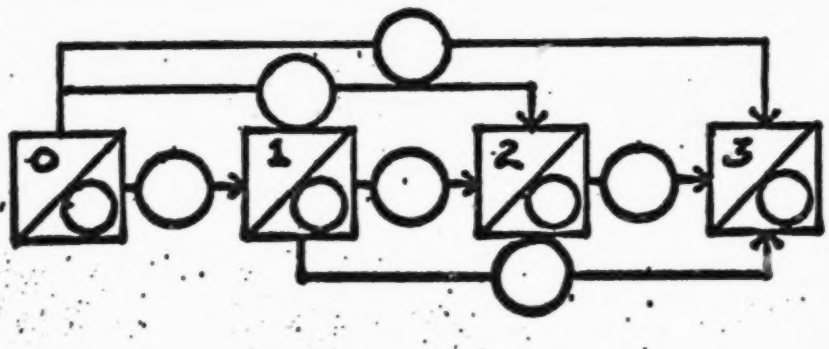
How/What? _____











FUNCTION GROUP: _____

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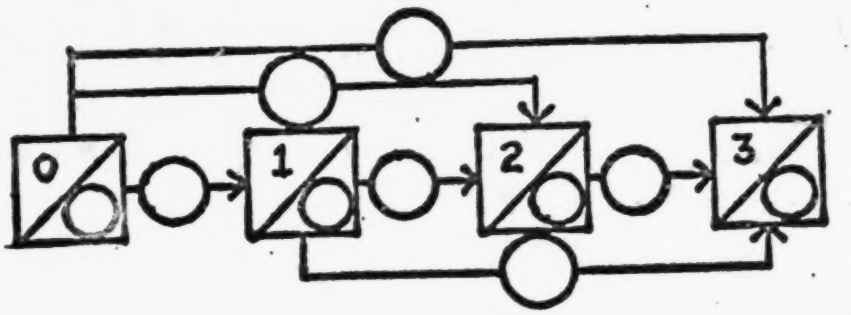

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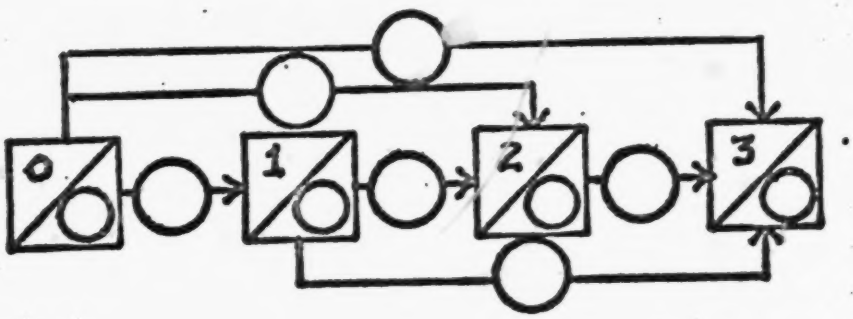

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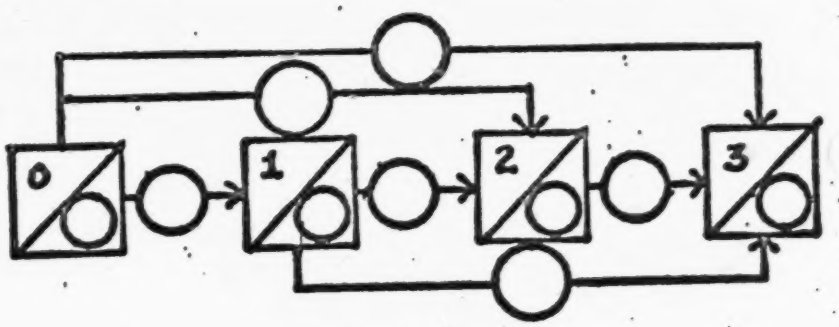

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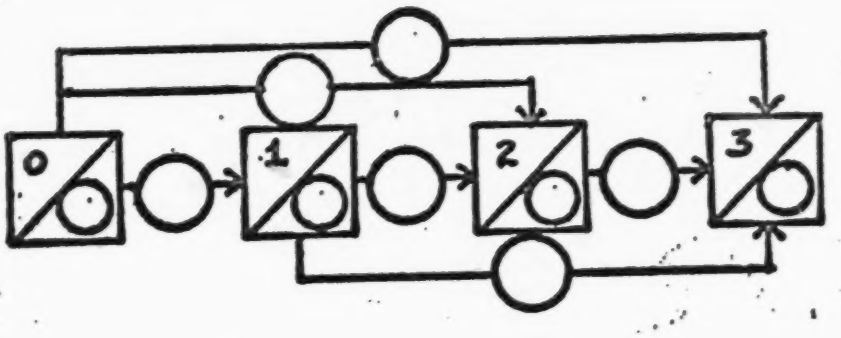

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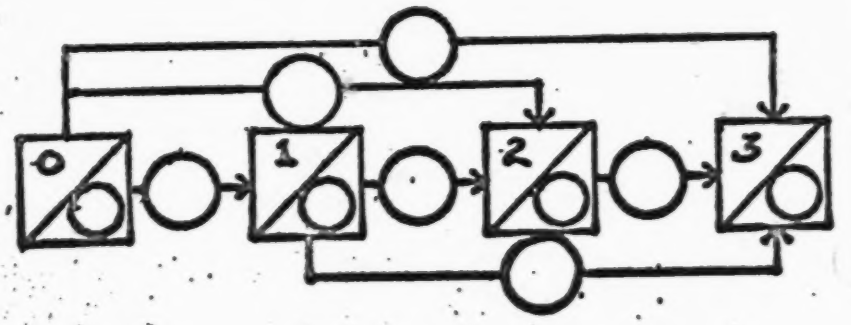

Function Group: D-Acquiring Input

5. Order/Claim/Request

1) Orders per publisher catalogs, issues P.O., generates claims as necessary.
2) Develops order form letters, includes bibliog. data or cat. card facs.
3) Individual supplier order procedures, incl. pre-cataloging. Discretionary fund use.

6. Financial Records

1) Not processed or kept in library.
2) Running financial records.
3) Develops billing procedures, keeps thorough financial records.

7. Order Transaction Records

1) Maintains simple records.
2) Formal transaction files.
3) Integrated records in status file of all library transactions.

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1) Orders per publisher catalogs, issues P.O., generates claims as necessary.
2) Develops order form letters, includes bibliog. data or cat. card facs.
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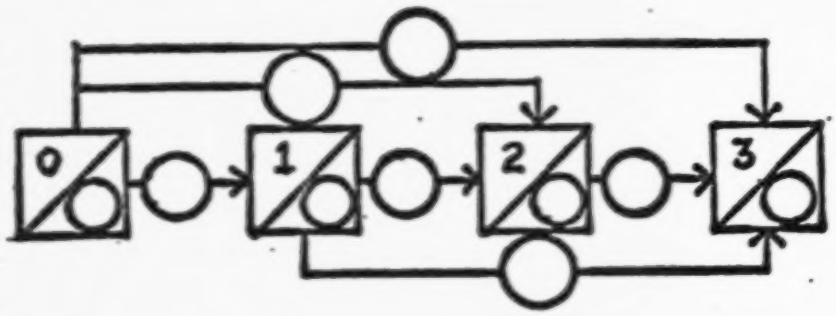
1) Maintains simple records.
2) Formal transaction files.
3) Integrated records in status file of all library transactions.

FUNCTION GROUP: _____

Fcn No.

How/What? _____



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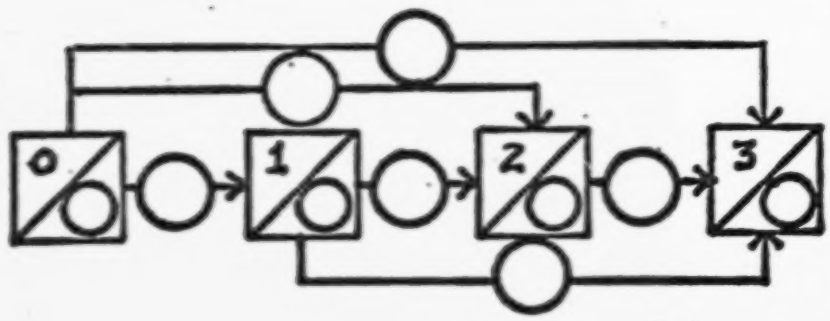

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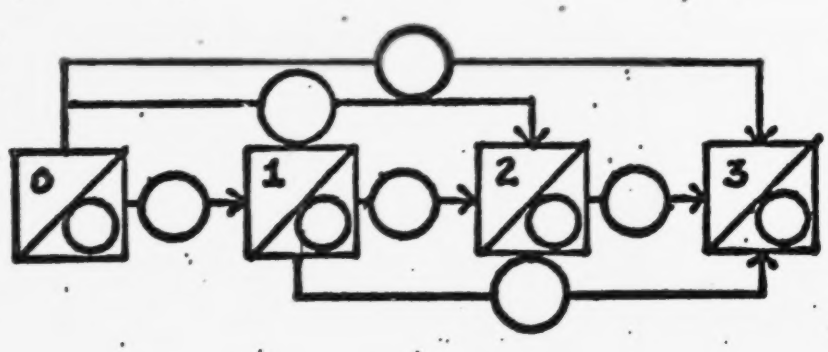

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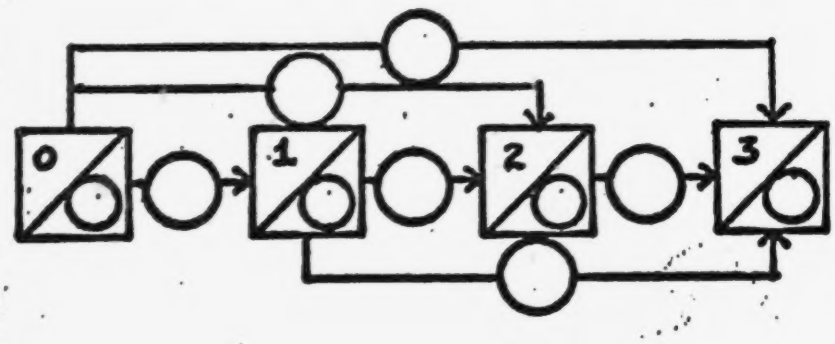

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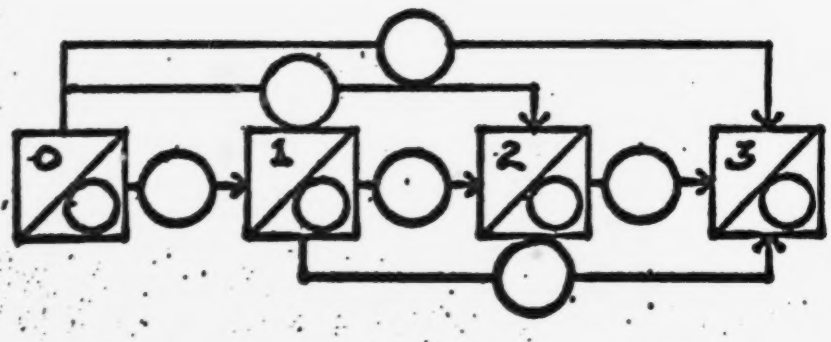

FUNCTION GROUP: _____

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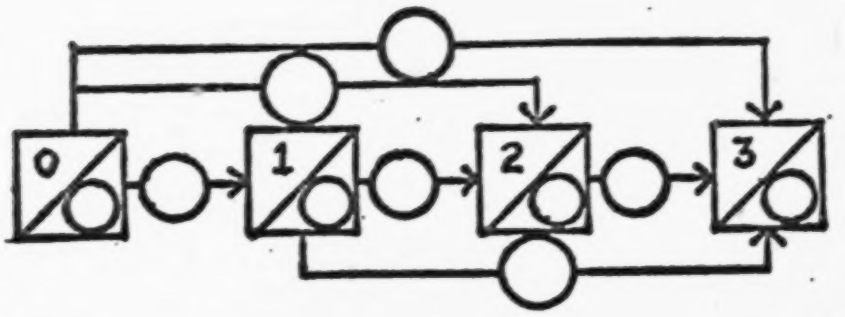

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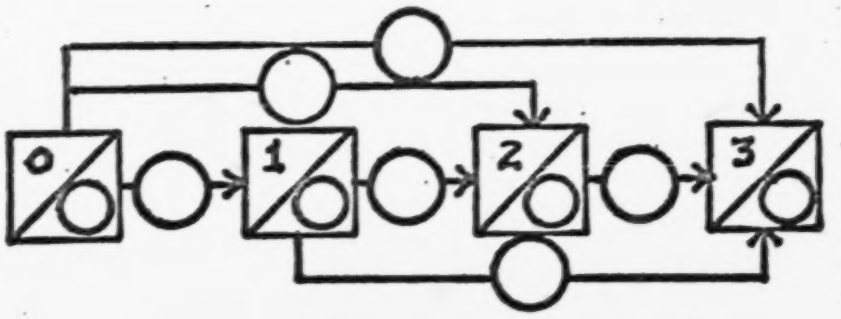

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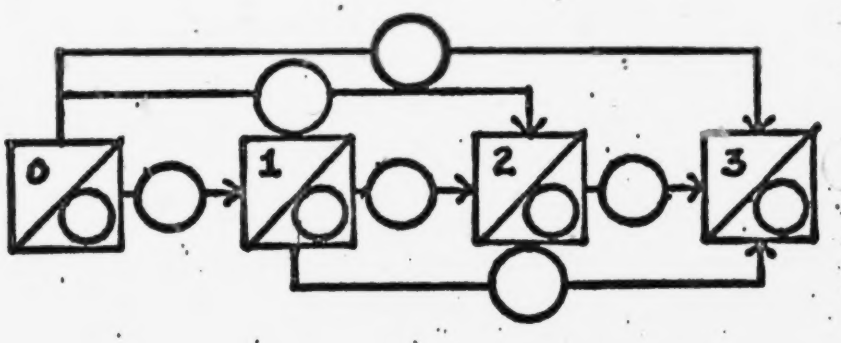

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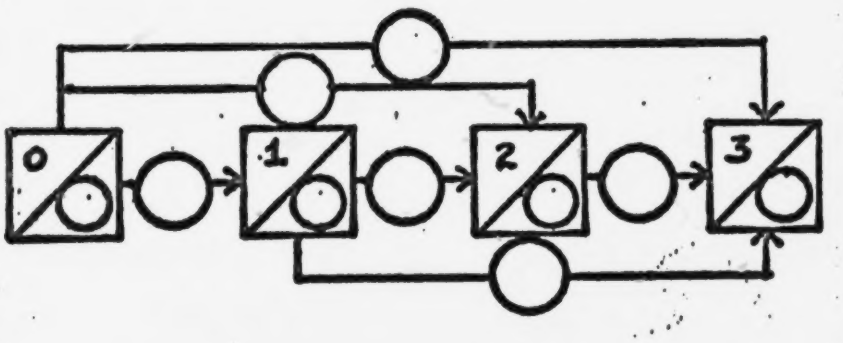

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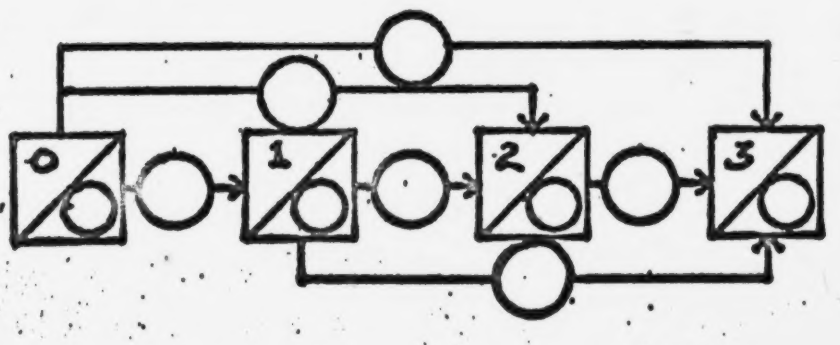

Function Group: E-Processing of Input

8. Accession Numbering

1) Not often done at SC level (1).
2) Selectively according to type of input.
3) Same as (2).

9. Descriptive Cataloging

1) Only author/title entries
2) Full bibliog. citation in adopted standard format.
3) As in (2) but incl. component D. C.

10. Classification Assignment

1) Not done.
2) Use standard classif. scheme (LC or Dewey or UDC)
3) Tailored or self-generated scheme.

11. Subject Indexing / Cataloging

1) Not done.
2) Uses publish SH lists, etc.; includes special materials.
3) Uses SH or thesauri modif. or develop. especially for library.

12. Abstracting

1) Not done.
2) Not done.
(3) Selectively.

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1) Not often done at SC level (1).
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FUNCTION GROUP: _____

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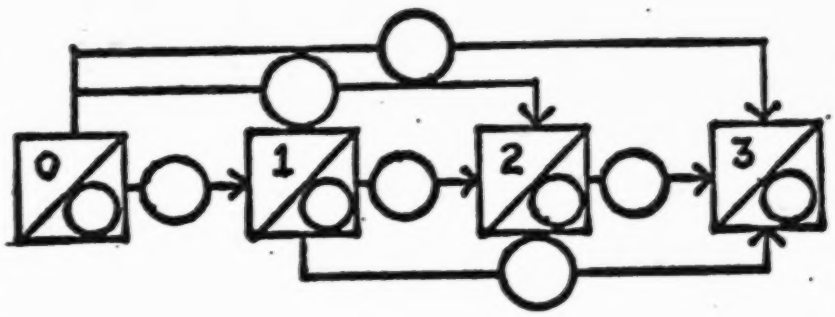

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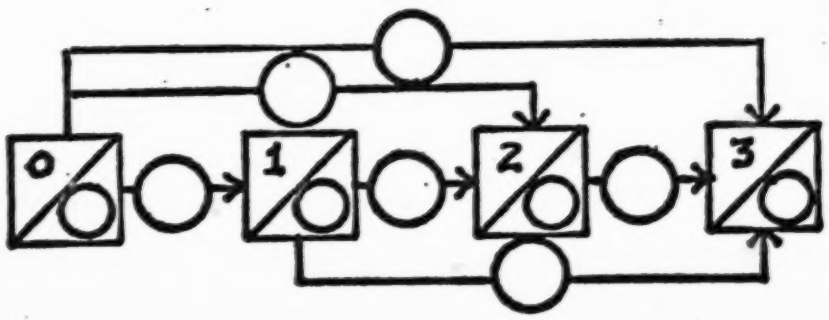

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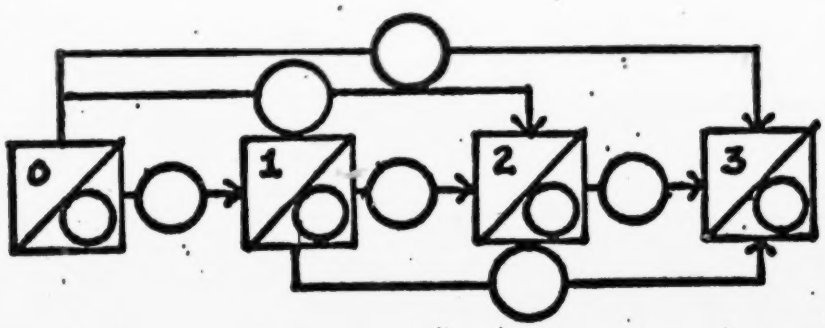

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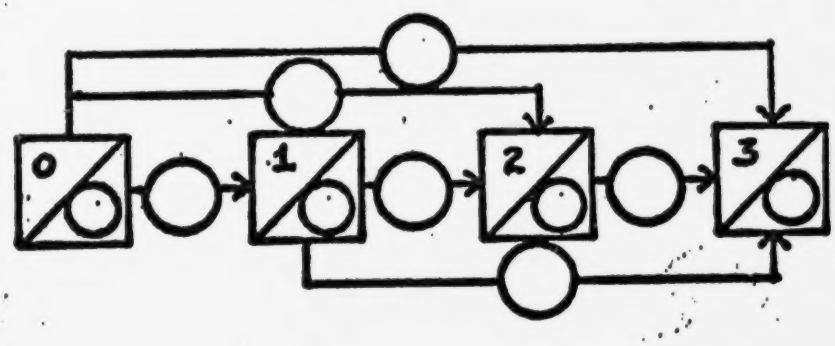

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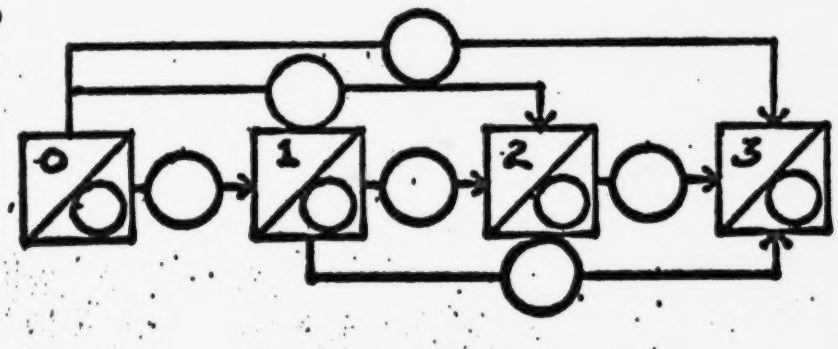

FUNCTION GROUP: _____

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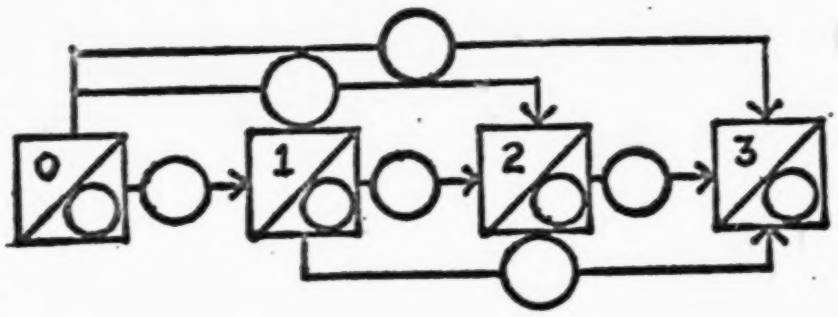

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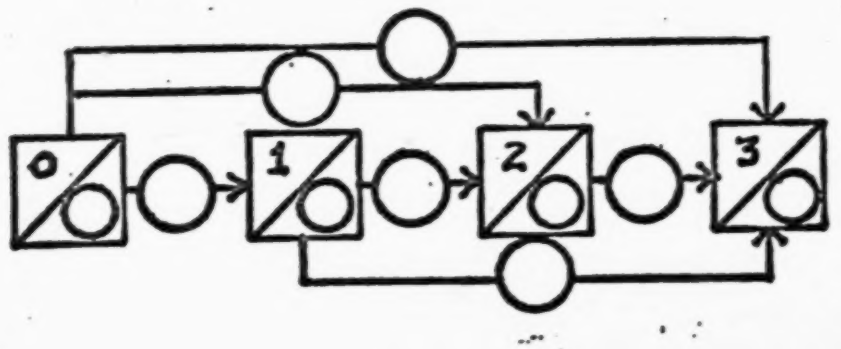

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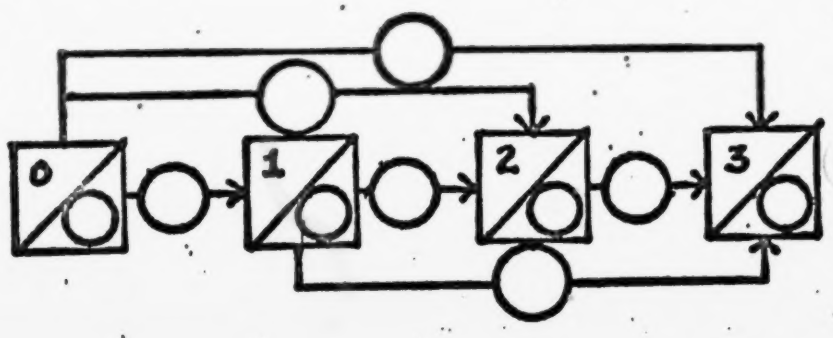

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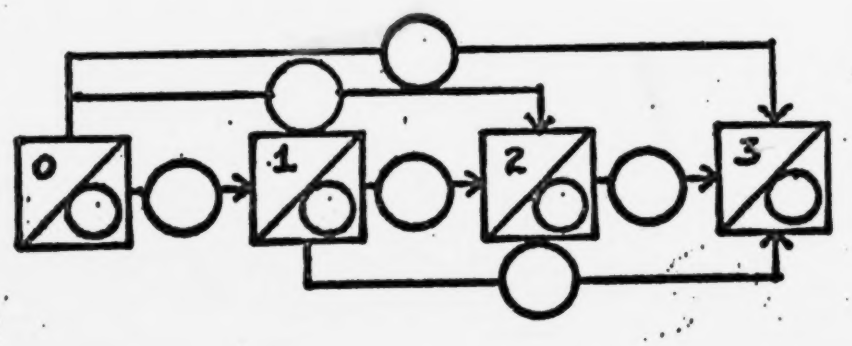

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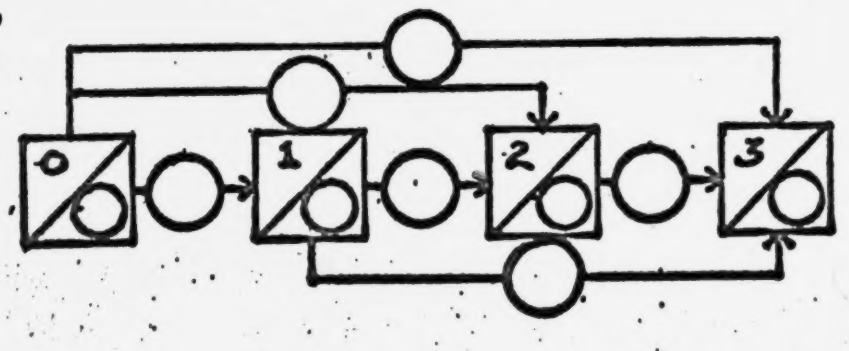

Function Group: E-Processing Input
(continued)

13. Prepare Analytic Notes

1) Not done.
2) Selectively.
3) Selectively.

14. Prepare and Maintain Catalog

1) Author/title only.
2) Orders cards; uses published indexes or catalogs for card data.
3) Devises or modifies system of catalog preparation for own organizational needs.

15. Maintain Catalog Authorities

1) Not Done.
2) Adopts standard corporate or personal author lists and SH lists
3) Devises own authority lists.

16. Item Processing

1), 2), 3) Done at all levels; varies only by types of materials and methods.

Function Group: E-Processing Input
(continued)

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3) Selectively.

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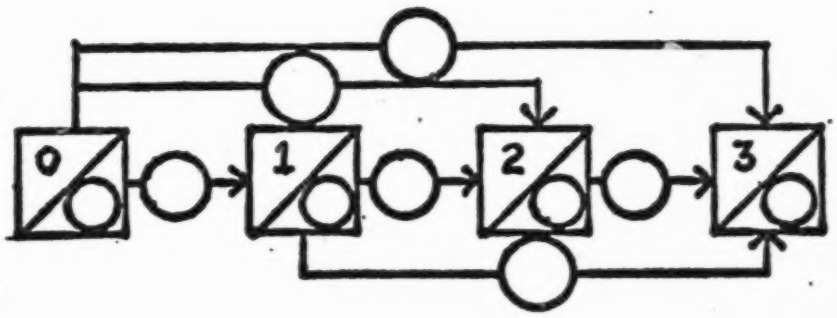

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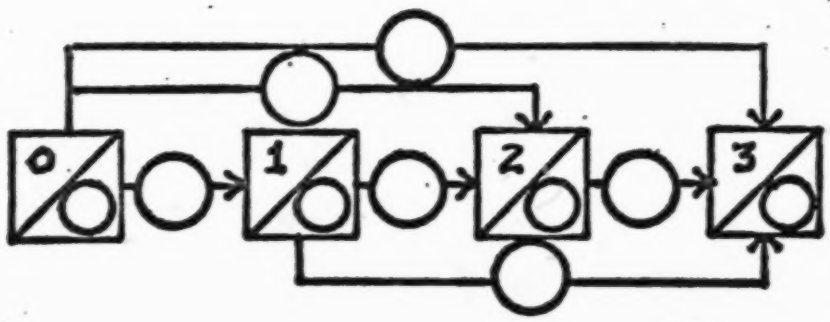

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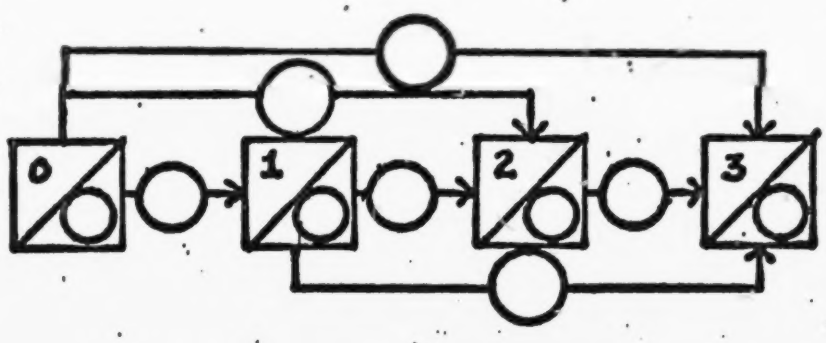

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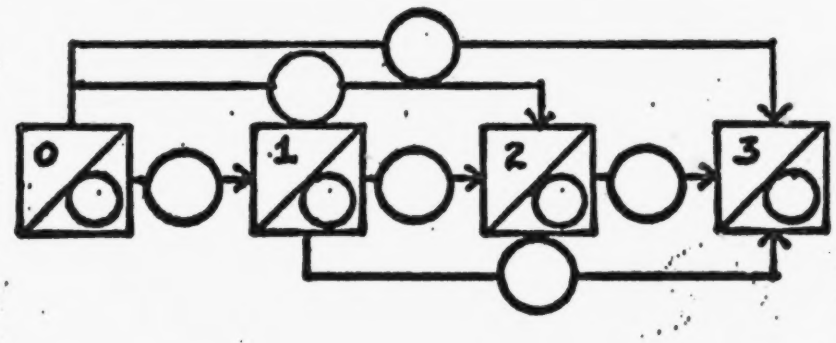

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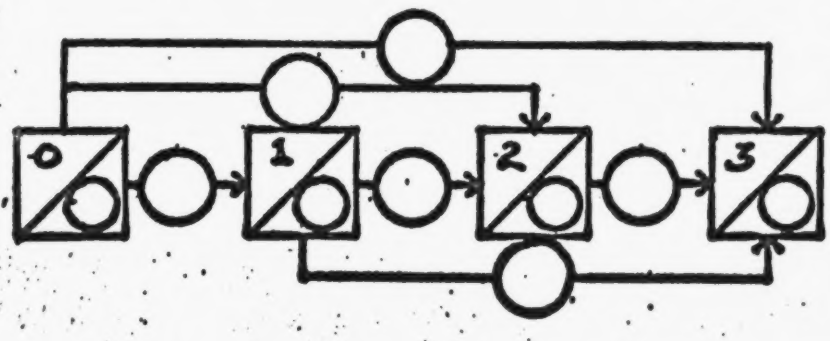

FUNCTION GROUP: _____

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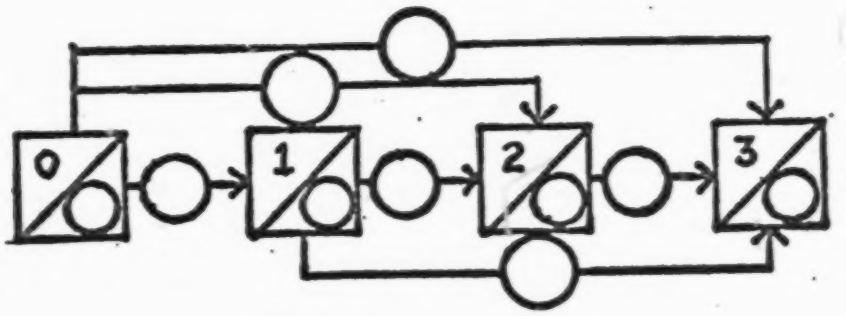

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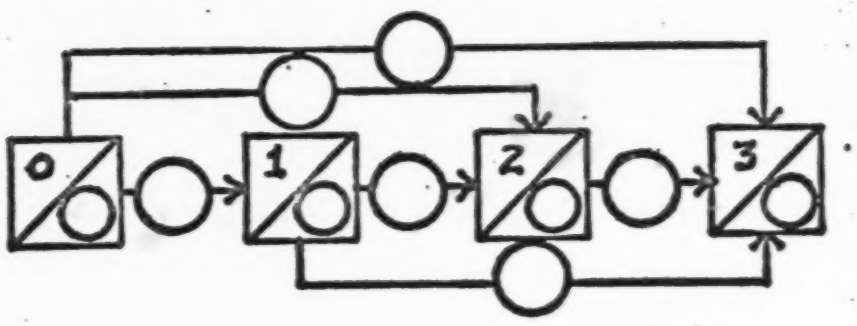

How/What? _____

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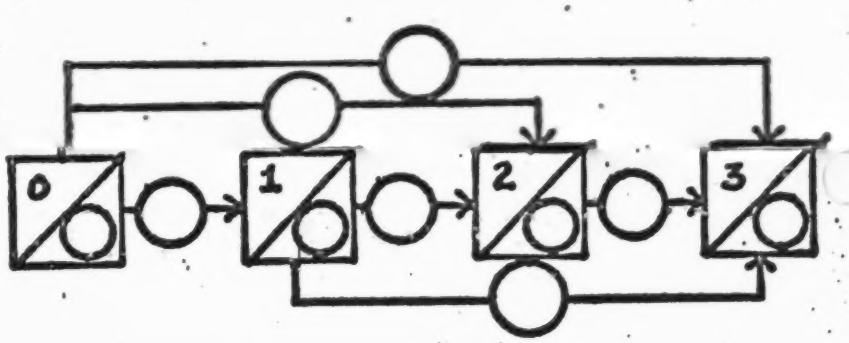

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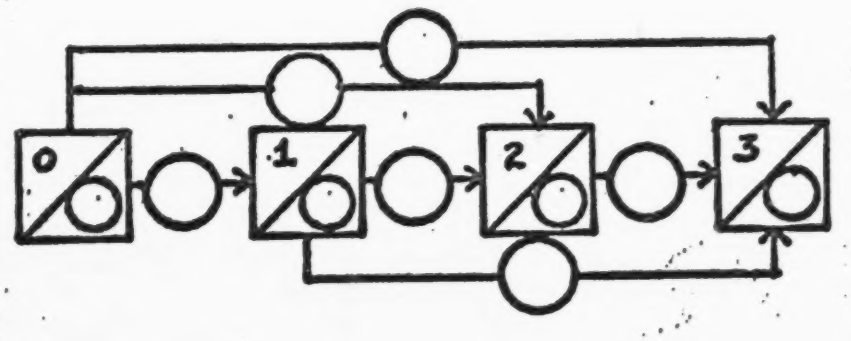

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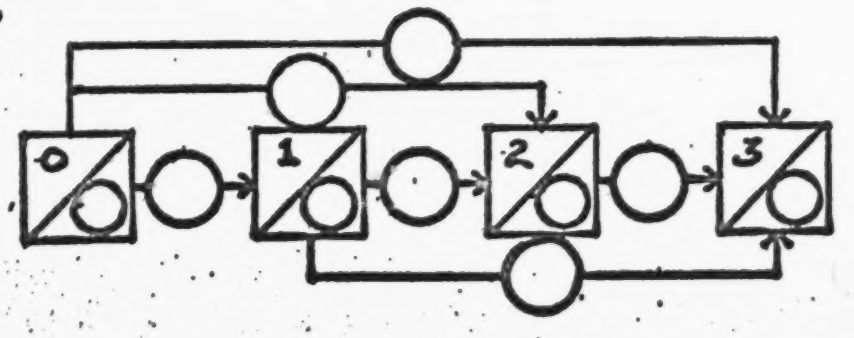

Function Group: F-Reference & Retrieval

17. Bibliographic Retrieval

1) keeps abreast of broad user interests for routing; verifies references.
2) Uses a term search on a std. vocabulary. Does comprehensive searches on request.
3) Generates logical search strategies, develops user profiles and does SDI. Performs evaluative, comprehensive & initiative searches.

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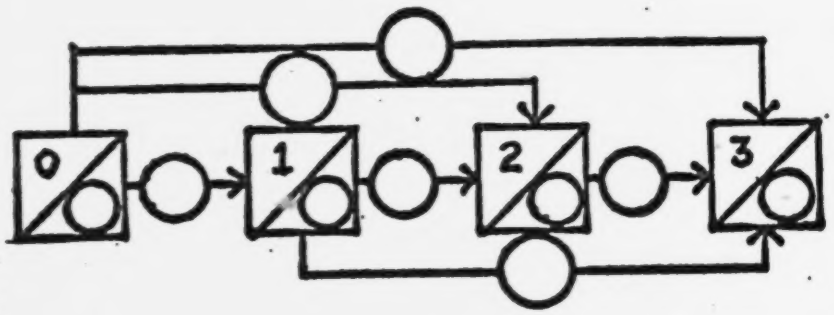

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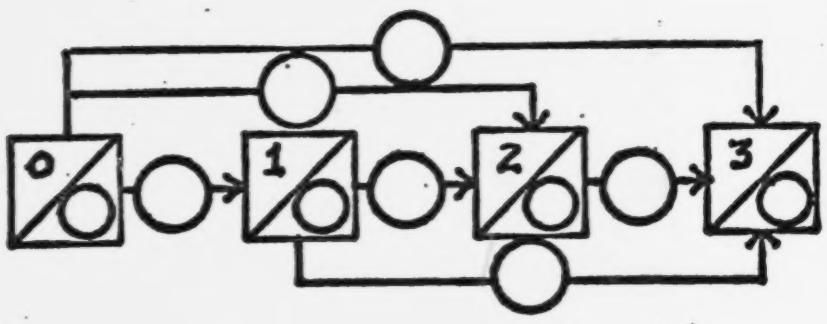

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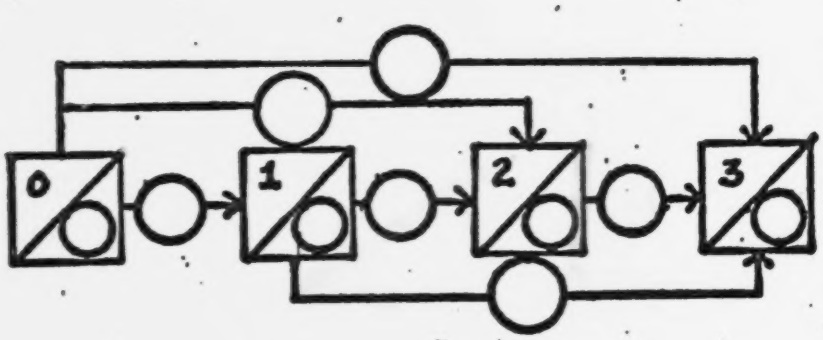

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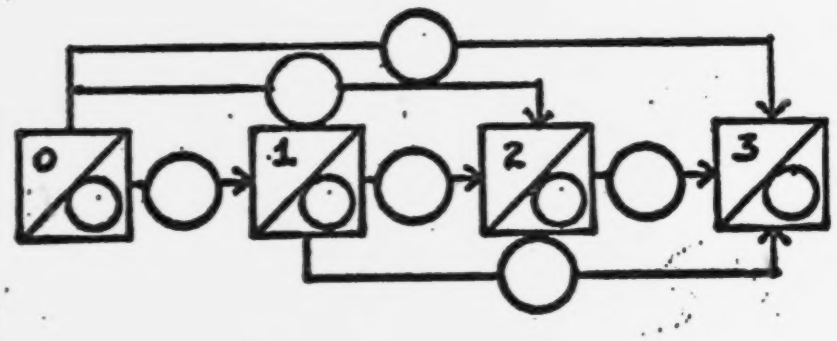

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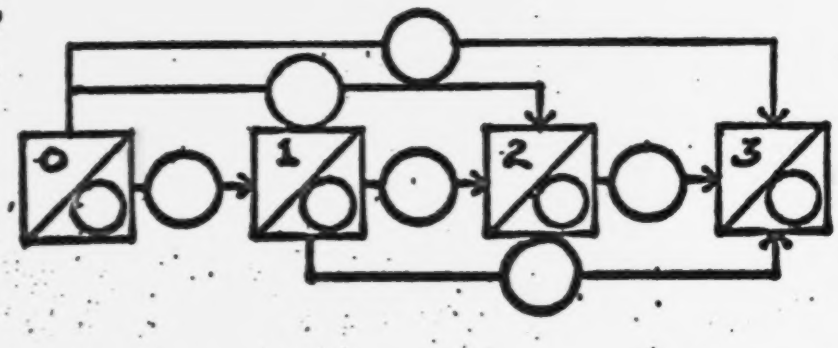

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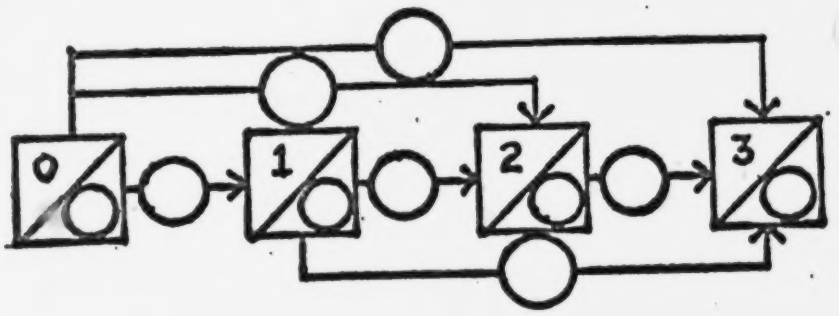

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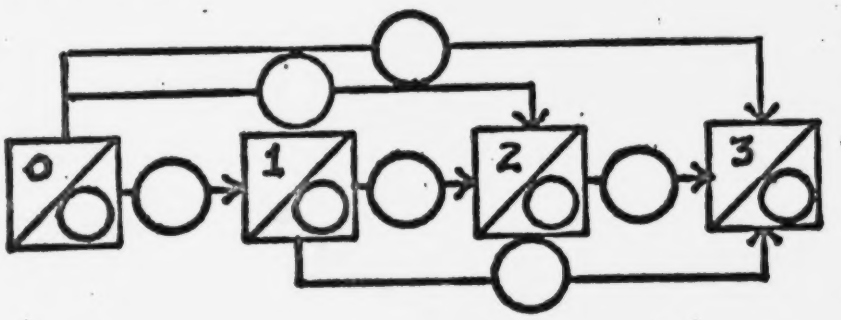

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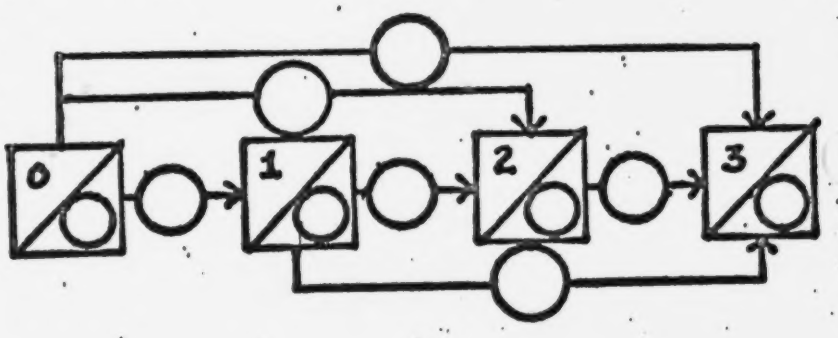

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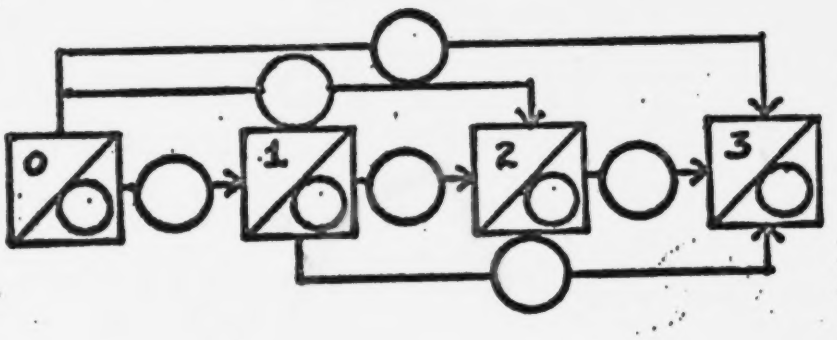

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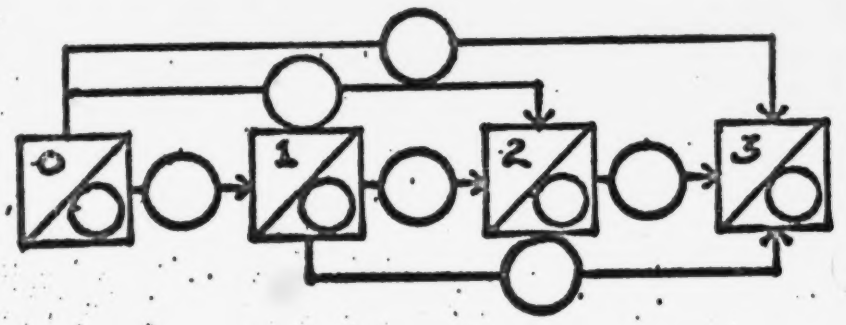

Function Group: G-Library Products

18. Accessions Lists

1) Not necessarily done
2) Periodically for rec'd lit.; including abstracts if available
3) As in (2) except selective prep. of abstracts.

19. Bibliographies

1) Not done.
2) Selective, on request
3) Recurring on selected topics

20. SDI Notices

1), 2) Not done.
3) On regular, active basis

21. Indexes

1) Not done.
2) Not done except possibly book catalogs.
3) Regularized specialized; KWIC, etc.

22. Abstract Bulletins

1) Not done
2) Prepared from available abstracts.
3) In-house abstracting.

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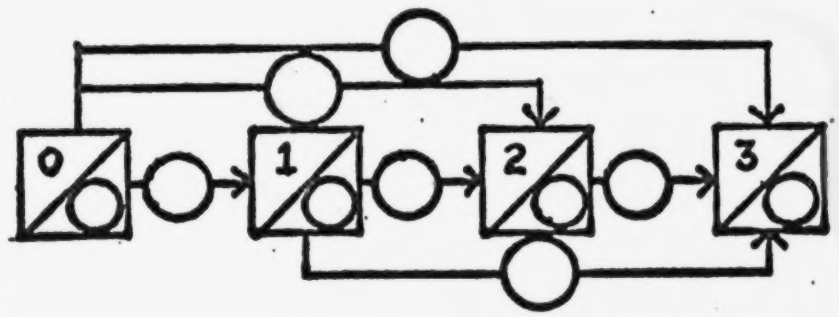

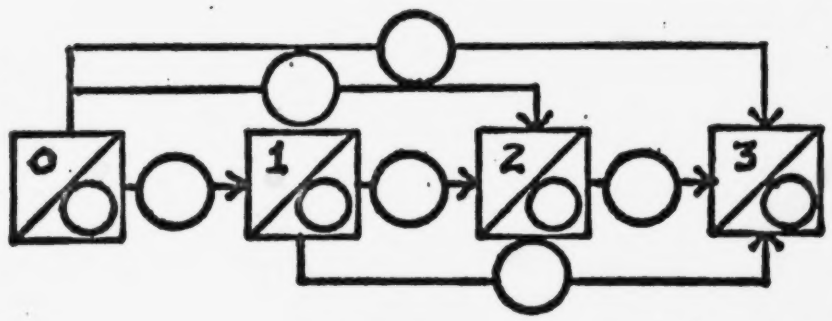

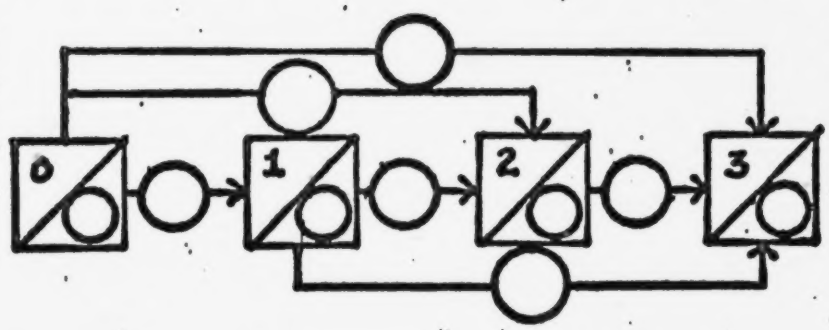

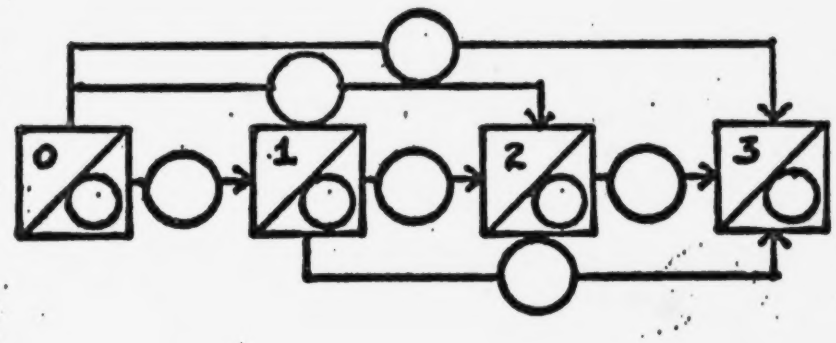

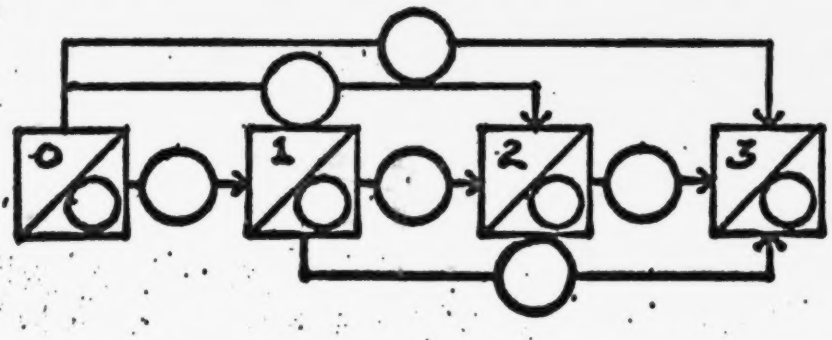

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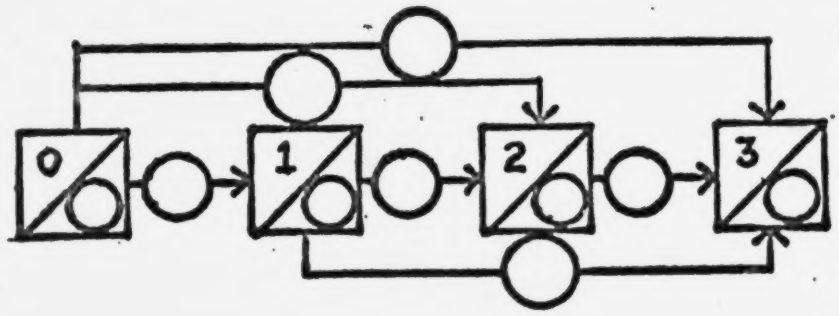

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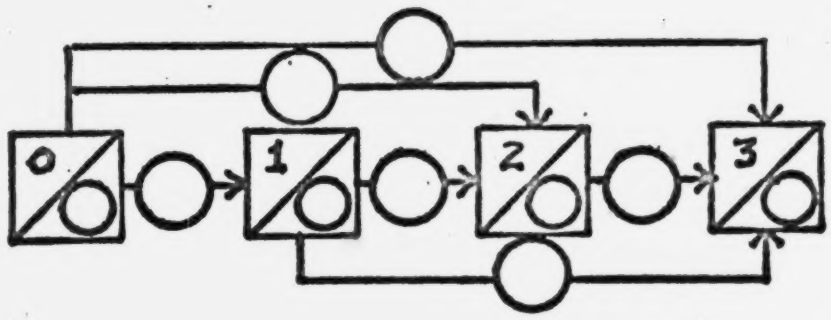

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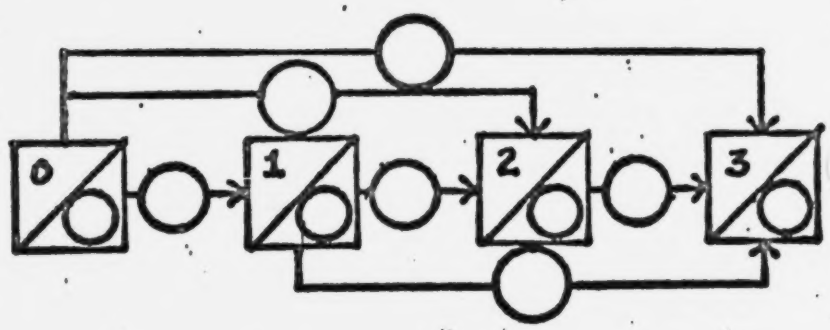

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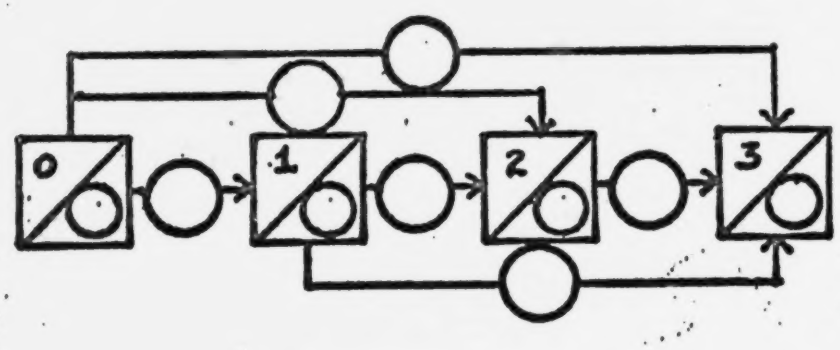

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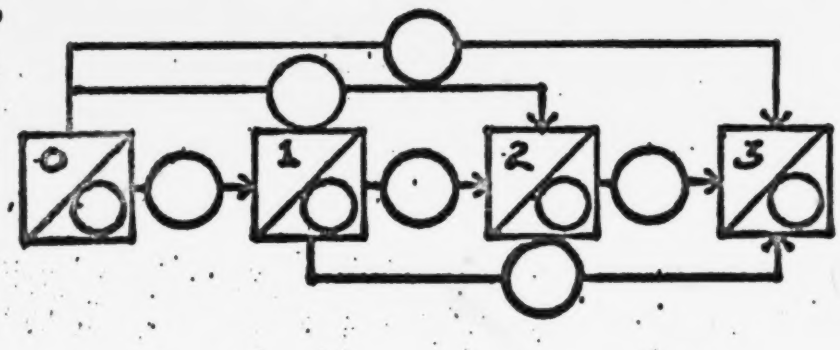

Function Group: G-Products (Con'td)
H-Circulation

23. Evaluative Reviews

1),2) Not done.

3) Prepared in library by lit. analysis.

24. Copy Request Fulfillment

1), 2), 3) Done at all levels, but relates to kinds of material and available equipment.

25. Circulation Control

1) Maintain simple check out and return system.

2) Formal system incl. periodic inventory listings.

3) More extensive system, by author, title, borrower, etc.

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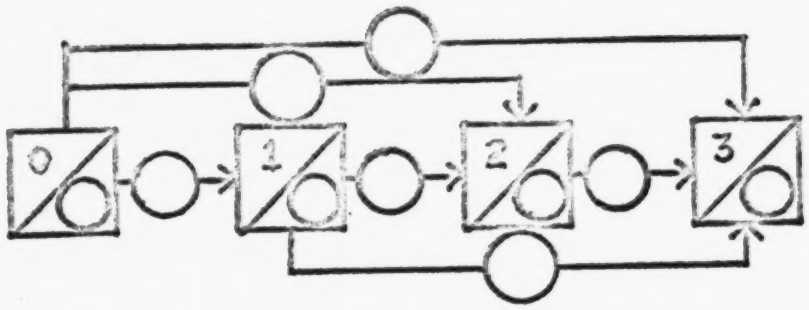

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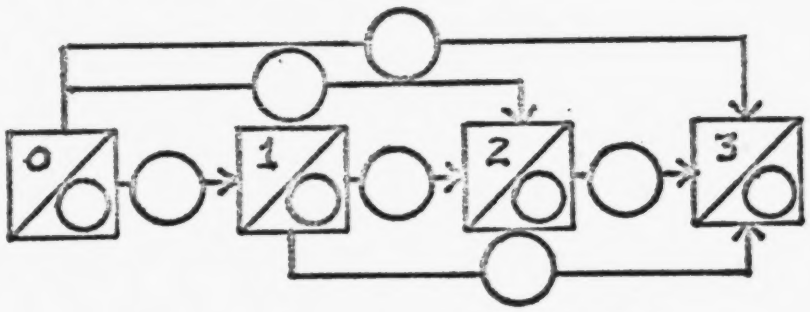

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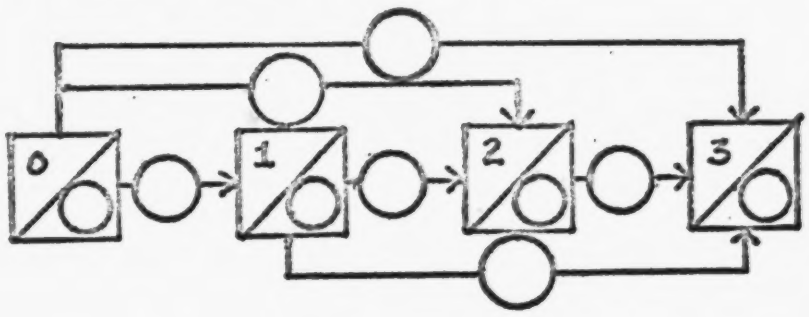

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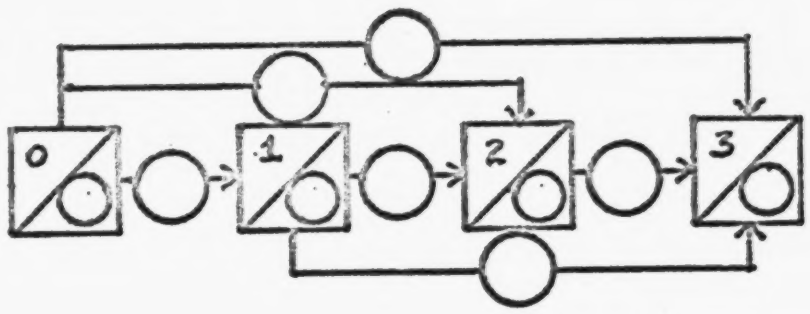

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